



Online Business Account – How to pay an invoice using your OBA profile

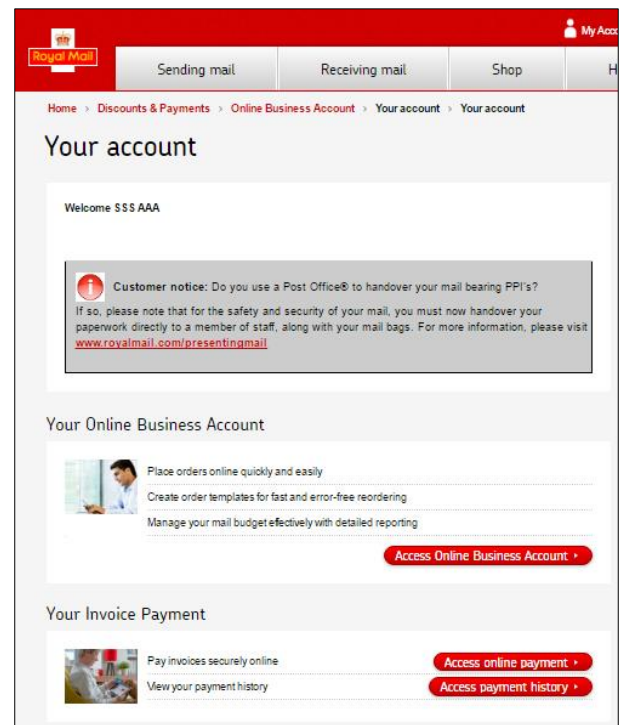
Online Business Account –

How to pay an invoice using your OBA profile

Go to royalmail.com/oba and enter your email address and OBA profile password.



The OBA landing page will appear.



Scroll down and you will be able to view the 'Invoice Payment' section underneath the OBA section.

There are 2 options available: 'Access online payment' or 'Access payment history'.

To pay an invoice, click on the 'Access online payment' button and the 'Account Payment Form' will appear.

The screenshot shows the 'Account Payment Form' on the Royal Mail website. The top navigation bar is red with the Royal Mail logo and links for 'Products & Services', 'Guides & ideas', 'My Account', 'Tools', and 'Help'. Below the navigation bar, the breadcrumb trail is 'Home / Account Payment Form'. The main heading is 'First we need a few details'. Below this, there's a list of fields with asterisks indicating required fields: 'Account number', 'Account name', 'Invoice number', 'Net amount', 'VAT amount', and 'Gross amount'. At the bottom of the form is a red button labeled 'Pay Now >'.

First we need a few details

* Indicates a required field.

* Account number

Account name

* Invoice number

* Net amount

* VAT amount

Gross amount

Pay Now >

Complete all the details on the form using your invoice to help ensure that you complete the details accurately.

Please note: If you input incorrect figures, the payment will still be taken and where relevant a credit applied to your Royal Mail account.

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To enter pence values, you can enter the value as .xx or as 0.xx for example 50p can be entered as .50 or 0.50.

Once you have completed the fields, click on 'Pay Now'

You will now see the 'Make payment' screen where you enter your payment card details.

To enter your debit card details, simply select the card provider name from the 'Card type' field. For example, if you have a Visa debit card, please select 'Visa'.

Once you have entered all the relevant data click on the 'Confirm and pay' button.

If the payment is successful, you will see the confirmation screen below.

The screenshot shows a 'Make payment' screen with a progress bar at the top indicating three steps: 'Payment details' (completed), 'Make payment' (current step), and 'Checkout complete'. The main heading is 'Make payment'. Below it, a section titled 'Card details' contains the following fields: 'Card type' (a dropdown menu with 'Visa' selected), 'Card number' (a text input field), 'Name on card' (a text input field with a placeholder 'Enter name as it appears on the card'), 'Start date' (a date picker), 'Expiry date' (a date picker), and 'Security code' (a text input field with a 'Show/Hide' toggle). Below these fields is a checkbox labeled 'Please save my card details for future use'. At the bottom, there are two red buttons: 'Confirm and pay' and a smaller 'Cancel' button.

The screenshot shows a 'Thank you' confirmation screen. The top navigation bar is red and includes the Royal Mail logo, a '500 Years of Royal Mail' anniversary banner, and links for 'Siva Ch', 'Log out', 'Personal', and 'Business'. Below the navigation bar is a secondary menu with 'Products & Services', 'Guides & ideas', 'My Account', 'Tools', and 'Help'. The main content area has a breadcrumb trail 'Home / Thank you' and the heading 'Thank you'. Below this, a message states: 'We are happy to confirm that your payment of £13 has been successful.' At the bottom, there is a red button labeled 'Pay for another invoice'.